

STATE OF HAWAII
STATE PROCUREMENT OFFICE

SPO Price List No. 05-01 (Oahu Only)

Includes Change No. 1

Revised 9/1/04

COARSE PAPER PRODUCTS

(IFB-04-118-O)

September 1, 2004 through August 31, 2005

STATE'S COMMITMENT. Agencies of the following purchasing jurisdictions are required to purchase from this price list:

- Executive Branch
- Department of Education
- Office of Hawaiian Affairs
- Judiciary

EXCEPTION TO THE PRICE LIST. When the use of the price list is not suited to an agency's purpose, the appropriate purchasing jurisdiction may grant an exception to purchase outside of the price list. For this purpose, Executive Branch agencies shall use SPO Form-5, "Request for Authorization to Purchase Outside of the Price List", available on the SPO Website, www.spo.hawaii.gov; click on "Forms for State Agencies" in the Hawaii Public Procurement Code, Chapter 103D, HRS, menu.

POINT OF CONTACT. Questions regarding the products listed herein should be directed to the respective vendor.

Procurement questions or complaints may be directed as follows:

Jurisdiction	Name	Telephone	FAX	E-mail
Executive	Alvin Washiashi	586-0571	586-0570	alvin.washiashi@hawaii.gov
Judiciary	Newton Sakamoto	538-5805	538-5802	newton.t.sakamoto@courts.state.hi.us
DOE	Connie Chun	675-0130	675-0133	Connie.Chun/PROCURE/HIDO@notes.k12.hi.us
OHA	Ernest Kimoto	594-1954	594-1865	Erniek@oha.org

USE OF PRICE LIST BY NONPROFIT ORGANIZATIONS. Pursuant to Section 103D-804, Hawaii Revised Statutes (HRS), nonprofit organizations with current purchase of service contract(s) (Chapter 103F, HRS) have been invited to participate in the State Procurement Office's (SPO) price lists.

If a nonprofit organization (hereinafter called "nonprofit") wishes to purchase from a SPO price list, the nonprofit must obtain approval from each price list vendor, i.e., participation must be mutually agreed upon. A price list vendor may choose to deny participation by a nonprofit. Provided, however, if a nonprofit and price list vendor mutually agree to this arrangement, it is understood that the nonprofit will retain its right to purchase from other than a price list vendor.

VENDORS:

<u>Vendor</u>	<u>Purchase Order Address</u>	<u>Remittance Address</u>
Cico Enterprise,Ltd.	99-1230 Waiua Place Aiea, HI 96701 Phone: 486-5551	P.O. Box 29339 Honolulu, HI 96820 FAX: 486-3951
Conrad Enterprises	301 Sand Island Access Rd. Honolulu, HI 96819 Phone: 842-4467	same FAX: 848-8916
Boise Cascade Office Products Corp., dba HOPACO	94-1489 Moaniani Street Waipahu, Hawaii 96797 Phone: 676-3100	File 42256 Los Angeles, CA 90074 FAX: 676-3195
PaperSource Hawaii	91-240 Komohana Street Kapolei, Hawaii 96707 Phone: 673-1307	same FAX: 673-1322

VENDOR CODES for annotation on purchase orders are obtainable from the “Alphabetical Vendor Edit Table Report” available at your department’s fiscal office. **Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order.** Therefore, when processing an invoice for payment, be sure that the correct vendor code is used.

UNIT PRICES include delivery to destination and all other costs EXCEPT the State General Excise Tax which is currently 4%. Agencies are advised to add the amount of the tax to their purchase order total.

PURCHASE ORDERS shall be issued on an as needed basis during the price list period. It is the responsibility of each agency to insure timely issuance of purchase orders. Vendor is not obliged to accept any order received after the price list expiration date; however, shall fill timely orders for which delivery may extend beyond the expiration date. Do not issue purchase orders specifying delivery after the price list expiration date.

In the interest of minimizing both purchase order processing and vendor’s delivery costs, agencies are urged to consolidate on each purchase order as many items from as many price lists as possible and to issue those orders as soon as possible.

“SPO PL No. 05-01” must be typed on purchase orders issued against this price list.

DELIVERIES on purchase orders totaling \$50.00 or more (excluding the 4% General Excise Tax) shall be made within three (3) working days in city limits* and seven (7) calendar days in rural areas* following receipt of purchase order by the vendor. Purchase orders totaling less than \$50.00 shall be made available to the ordering agency on a “will call” basis within three (3) working days, OR, at the option of the ordering agency, delivered by the vendor according to his delivery schedule.

*Contact the vendor if you need to know whether you are “city” or “rural”.

Vendors are obliged to deliver the items listed on this price list. If an order is placed and a vendor is unable to deliver within the time allowed, the agency should arrange with the vendor for delivery of an acceptable substitute. This substituted product shall be purchased at the same unit price listed herein.

INSPECTION. Agencies are advised to inspect merchandise delivered immediately upon receipt and report any discrepancies to the vendor within five (5) working days from date of delivery.

PRICE LIST AVAILABLE ON THE INTERNET. The price list is available at the SPO website: www.spo.hawaii.gov. “Click” on Price List and Vendor List in either the Hawaii Public Procurement Code, Chapter 103D, HRS or the Awards menu.

/S/ Ruth E. Yamaguchi _____

RUTH E. YAMAGUCHI

Procurement Officer



<u>Item No.</u>	<u>Description</u>	<u>Brand and No.</u>	<u>PCRM/RM* Content (%)</u>	<u>Unit Price</u>	<u>Vendor</u>
<u>TOILET TISSUE</u>					
1.	INTERFOLDED, SINGLE-FOLD, fully bleached (white), 1,000 shts/pkg, 48 pkg/cs	<u>Georgia Pacific</u> 10101	40/40	\$34.99/cs	Cico Enterprise
2.	ROLL, 2-ply, fully bleached (white), 500 shts/roll, 96 rolls/cs	<u>Georgia Pacific</u> 13200	40/40	\$27.92/cs	HOPACO
3.	ROLL TYPE, 1-ply, fullybleached, 1000 shts/roll, 96 rolls/cs	<u>Georgia Pacific</u> 14500	40/40	\$32.19/cs	HOPACO
<u>PAPER TOWELS</u>					
4.	ROLL, 2-ply, fully bleached (white), individually wrapped, 90 shts/roll, 30 rolls/cs	<u>Georgia Pacific</u> 27951	40/40	\$16.99/cs	HOPACO
5.	MULTI-FOLD, 1-ply, unbleached (kraft), 334 shts/pkg, 12 pkg/cs	<u>Georgia Pacific</u> 29900	40/40	\$11.88/cs	HOPACO
6.	MULTI-FOLD, 1-ply, fully bleached (white), 344 shts/pkg, 12 pkg/cs	<u>Georgia Pacific</u> 20389	40/40	\$12.84/cs	HOPACO
7.	SINGLE-FOLD, 1-ply, fully bleached (white), individually wrapped, 250 shts/pkg, 16 pkg/cs	<u>Scott of Canada</u> 1900	20/10	\$15.96/cs	PaperSource



<u>Item No.</u>	<u>Description</u>	<u>Brand and No.</u>	<u>PCRM/RM* Content (%)</u>	<u>Unit Price</u>	<u>Vendor</u>
<u>TOILET SEAT COVERS</u>					
8.	Half-fold, surface mount, white, 250/pkg, 20 pkg/cs	<u>LifeGuard</u> ROC-50RA-IMP	N/A	\$25.15/cs	PaperSource

PAPER BAGS

9.	Sanitary Napkin Disposable Bags, 4"x2"x9", 1000/cs	<u>PaperCon</u> R75	0/0	\$11.90/cs	Cico Enterprise
10.	Grocery Bag, No. 8, kraft, 6-3/8"x4"x12-3/8", 2M/bale	<u>Western Pacific</u> BRN-08	0/0	\$35.84/cs	Cico Enterprise

WRAPPING PAPER, KRAFT

11.	<u>Basis 40</u> 24" wide	<u>PPF</u> 2440	0/0	\$19.00/rl	Conrad Enterprise
12.	<u>Basis 50</u> a. 30" wide	<u>PPF</u> 3050	0/0	\$24.50/rl	Conrad Enterprise
	b. 36" wide	<u>PPF</u> 3650	0/0	\$28.40/rl	Conrad Enterprise

BUTCHER PAPER, ALPINE WHITE

13.	<u>Basis 40</u> , 9" diameter roll, 1300' roll a. 18" wide	<u>PPF</u> W1840	0/0	\$19.80/rl	Conrad Enterprise
	b. 24" wide	<u>PPF</u> W2440	0/0	\$26.40/rl	Conrad Enterprise
	c. 36" wide	<u>PPF</u> W3640	0/0	\$38.25/rl	Conrad Enterprise



Item No.	Description	Brand and No.	PCRM/RM* Content (%)	Unit Price	Vendor
<u>CLASSCRAFT PAPER</u>					
14.	<u>Basis 50</u> , 9" diameter roll, 36" wide x 1000' roll				
		<u>PPFC</u>			Cico
a.	Black	Black	0/0	39.92/rl	Enterprise
b.	Dark Blue	Dark Blue	0/0	40.59/rl	"
c.	Bright Blue	Bright Blue	0/0	52.59/rl	"
d.	Light Blue	Sky Blue Lt	0/0	49.86/rl	"
e.	Dark Green	Dark Green	0/0	53.69/rl	"
f.	Emerald Green	Bright Green	0/0	42.99/rl	"
g.	Light Green	Light Green	0/0	48.69/rl	"
h.	Orange	Orange	0/0	54.81/rl	"
i.	Pink	Pink	0/0	49.75/rl	"
j.	Red	Scarlet Red	0/0	45.96/rl	"
k.	White	White	0/0	38.78/rl	"
l.	Yellow	Yellow	0/0	49.03/rl	"
m.	Brown	Brown	0/0	39.87/rl	"

STATE OF HAWAII
STATE PROCUREMENT OFFICE
HONOLULU, HAWAII

EVALUATION FORM: ☐ VENDOR or ☐ PRODUCT

For the attached price list, using agencies are requested to use this evaluation form to report complaints, recommendations or commendations to the State Procurement Office. The reporting of complaints, recommendations or commendations will assist the State Procurement Office in evaluating vendor's performance and/or product quality while at the same time permit proper exchange of information between State Procurement Office and the supplier so that deficiencies or trouble areas can be identified and isolated for correction before they become serious problems.

A. IF VENDOR EVALUATION, PLEASE PROVIDE THE FOLLOWING:

Name of Vendor: _____

☐ COMPLAINT: ☐ COMMENDATION:

☐ DELIVERY ☐ QUALITY ☐ QUANTITY ☐ PERSONNEL ☐ PRICE ☐ OTHER

B. IF PRODUCT EVALUATION, PLEASE PROVIDE THE FOLLOWING:

Item No(s) & Description(s)

Purchase Order No(s)

☐ COMPLAINT: ☐ COMMENDATION:

☐ DELIVERY ☐ QUALITY ☐ QUANTITY ☐ PERSONNEL ☐ PRICE ☐ OTHER

For either "A" or "B", give detailed explanations in the space below. Be as specific as possible. If this is a complaint, feel free to state manner in which you believe complaint should be settled.

Explain details of **Complaint, Recommendation or Commendation** with Suggested Remedy if Appropriate: _____

Explain how seriously this incident affected the agency: _____

AGENCY: _____

BY: _____

Name

Title

Phone

Date